

**CITY OF FITCHBURG
THE CITY OF FITCHBURG
WASTEWATER TREATMENT SEWER DIVISION
POSITION DESCRIPTION**

POSITION: WASTEWATER COLLECTION SYSTEM MANAGER

HOURS OF WORK: 7:00 a.m. – 3:00 p.m.

SALARY: \$70,000 - \$80,000 depending on qualifications

The responsibilities and duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

General Statement of Duties and Responsibilities:

Responsible for the general operation of the collection system. Assist the Wastewater Department Deputy Commissioner with the preparation of the Capital Outlay for the annual budget including union negotiations and settlement of union grievances. Monitors collection employees time cards and verifies all time worked. Enters all sewer calls into the Maintenance computer. Meets with the collection system senior operator daily/as needed to assign work schedules. Monitors collection operators to assure that assigned work is being performed correctly and in a timely manner. Supervises the upkeep of all collection vehicles, including all safety equipment and tools. Supervises the preventative maintenance of all designated collection systems. Schedules all collection employee vacation and personal time. Reviews subdivision plans to verify that the plans meet City standards. Conducts wastewater collection system analysis. Collects and evaluates flow data from meters at CSO outfalls, prepares regulatory reports as they pertain to the operation and maintenance of the sewer collection system. Insures City is in compliance with all EPA and MassDEP regulatory directives and requirements.

Supervision Received:

Works under the direct supervision of the Wastewater Deputy Commissioner. In the absents of the Deputy Commissioner be responsible for all collection systems operations and decision making.

Supervision Exercised:

1. Supervises and instructs trained collection system senior operator and operators in the performance of their duties.
2. Supervises GIS engineer in the performance of his/her duties
3. Supervises all sewer installation projects under his or her budgetary control.

Example of Duties:

- Confers with collection system senior operator and operators daily and assigns duties.
- Monitors collection systems operators in the performance of their duties and exercises supervision where required.
- Institutes a zero tolerance safety program and updates safety programs now in use.
- Tracks down and documents collection system malfunctions and institutes proper corrective actions.
- Oversees the proper maintenance of collection system vehicles and tools.
- Responsible for the operation and maintenance of all lift stations.
- Responsible for updating of safety training and establishes semi-annual re-qualification procedures as required
- Keeps track of weekly attendance for collection system employees.
- Enters all collection calls and PM's into computer database.
- Investigates claims for damage caused by the collection system.
- Directs effort to find illegal entry and dumping into the collection system.
- Works with Engineering and Water Department in locating utilities.
- Issues all confined space entry permits prior to employees entering confined spaces.
- Documents all sick leave, vacation and personal days.
- Maintains an on-call status 24 hours per day to keep abreast of arising problems and to coordinate efforts in solution of them.
- Performs other duties as assigned

Entrance Requirements:

A Bachelor of Science or Bachelor of Engineering degree and 10 years of experience in the wastewater industry, or a Master of Science or Master of Engineering degree and 5 years of experience in the wastewater industry. A Professional Engineering license, in Civil Engineering or Environmental Engineering, in the Commonwealth of Massachusetts.

Special Qualifications:

- Working knowledge of sanitary engineering principles and practices particularly as applied to large collection systems and activated sludge wastewater treatment plants.
- Thorough knowledge of Water Environmental Federation Manual of Practice No. 1 "Safety in wastewater Industry" and Sacramento Manual "Collection System Operation", and the TR-16 Guides for the Design of Wastewater Treatment Works, by NEIWPCC.
- Working knowledge of instrumentation and control equipment.

- Working knowledge of the U.S. EPA's Capacity, Management, Operations, and Maintenance (CMOM) regulations.
- Ability to establish and maintain an effective working relationship with associates, subordinates, and the public.
- Candidate should be experienced in the design and permitting of sanitary gravity sewers, force main sewers and inverted siphon sewers, and should be familiar with combined sewers and combined sewer separation.
- Candidate should also be experienced in federal, state and local/regional sources of grant and loan funding for capital improvements projects.
- Candidate should have 3 or more years of supervisory experience, including scheduling the work of subordinates and preparing budgets.
- Candidate should possess analytical skills for the evaluation of flow metering data, and preparation of technical engineering reports.
- Candidate should be experienced in planning and developing long-term capital improvement projects.
- Candidate should be experienced in reviewing and commenting on engineering reports, specifications and plans prepared by the City's consulting engineers.

Physical Requirements:

- Required to move about construction sites and other light outdoor work.
- Required to perform office work for long periods.
- Rated: Light

CLOSING DATE:

SUBMIT APPLICATION
AND RESUME TO:

Mr. Bernard Stephens, Director of Human Resources
Fitchburg City Hall, Room 102
718 Main Street
Fitchburg, MA 01420

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and the requirements of the job change.

"The City of Fitchburg is an EEO/AA/ADA Employer"